
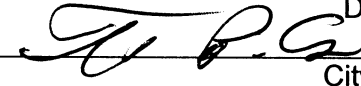




City of Riverside Administrative Manual

Effective Date: 07/2003
Review Date: 07/2006
Prepared by: Finance

Approved: 



Department
City Manager

SUBJECT:

Forms Design and Control

PURPOSE:

To establish a policy governing the design, coordination and control of forms for all City departments; to establish forms administration as a function of the Finance Department; and to reduce forms costs through standardization.

POLICY:

Each department head shall appoint a Forms Coordinator to be responsible for form requirements within the department.

The Finance Department, Publishing Services section shall be responsible for administering the city's form program. The program shall include analysis, design, approval, and reproduction of new forms plus the required modifications of existing forms. Reduction of the number of forms in use shall be sought by combining and eliminating forms when it is possible to do so. Internal forms will be converted to digital formats whenever practical.

This policy covers all forms produced within any city department or by commercial printing businesses with the following exclusions:

- Ordinances and Resolutions
- Legal Briefs
- Personnel announcements and examinations
- Internal non-recurring instructions and special reports such as ordinance booklets
- City Council, board or commission minutes
- Form letters sent by one department only
- Manuals and forms required by the Political reform Act of 1974 and state and federal election laws.

PROCEDURE:

Responsibility	Action
Department	<ol style="list-style-type: none"> 1. Completes Printing Service Order Form #190-IR3. A copy of the form and instructions for its completion are attached. 2. Orders printing on the basis of a six-month's supply unless a change in the form is anticipated in the near future. 3. Forwards Printing Service Order and sketches, if applicable, to Central Printing. Retains goldenrod copy as a suspense copy.
Publishing Services	<ol style="list-style-type: none"> 4. Reviews and analyzes forms to assure best possible form design and to minimize duplication. 5. Maintains a Form Number Register and assigns form numbers. 6. Applies standards as to form design, including but not limited to the following: <ul style="list-style-type: none"> Unless prevented by the design of the form, forms shall have headings containing: <ul style="list-style-type: none"> • the words "City of Riverside, California", • the name of the issuing or using department, and • the title of the form 7. Places form number in the lower left-hand corner, unless form design requires otherwise. Prepares master copy of form. 8. Prints all forms unless: <ul style="list-style-type: none"> the design and/or usage of the form necessitates printing by a commercial printer, or price quotations indicate printing by a commercial printer would be more economical. 9. Orders forms printed by a commercial printer on the basis of a six to twelve month supply unless a larger quantity order would result in substantial savings and stability of the form design is assured. 10. Forwards completed form and necessary masters or sketches to the Purchasing Division, if necessary. If a request for printing by a commercial printer is disapproved, the cancelled requisition form will be returned to the originating department.
City Manager	<ol style="list-style-type: none"> 11. Reviews requests when submitted by the Finance Department when there are unusual problems in new and revised forms and forms that require commercial printing.
Publishing Services	<ol style="list-style-type: none"> 12. Completes action authorized by Printing Services Order. 13. Completes Printing Service Order. Forwards white copy to Accounting Division of the Finance Department and returns pink copy to the originating department. 14. Maintains the Forms Control File.
Purchasing	<ol style="list-style-type: none"> 15. Prepares Purchase Order for printed form as authorized by Printing Service Order.

Attachments:

1. Printing Service Order Form No. 190-1R4 and instructions for its completion

Distribution: Regular